Chapter	r: EMPLOYEE TI	IPLOYEE TRANSACTIONS Number: 3-0.0			Page 1 of 5	
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				<u>lss</u> ı	<u>ıed</u>	<u>Revised</u>
3-0.0 3-1.0	Table of Contents Numerical Listing				8/86 8/86	02/01/99 06/18/96
3-2.0	Procedural Guide	9				
	3-2.1 3-2.2	Form P-3 and P- Procedure for Us P-3,P-3A		08/0	8/86	
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	3-2.4	Code Tables	·			
	3-2.5	(Refer to Section P-3/P-3A Paperf (Agencies With	low Procedure	08/0	8/86	
	3-2.6	P-3/P-3A Paperf (Agencies With	low Procedure nout Terminals)	08/0	8/86	
	3-2.7	Vacant	·	00,0	0,00	
	3-2.8	Incentive Pay Pla				
	3-2.9 *3-2.10	Annual Leave Ad General Salary S				
	3-2.10	Adjustment Pro		08/0	8/86	12/30/94
	3-2.11	Layoff Transaction		01/2	2/82	05/24/91
3-3.0	Original Appointn	nent, Rehire				
	3-3.1	Original Appointr	ment	06/	19/81	02/01/99
	3-3.2	Rehire		01/2	22/82	02/01/99
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	3-4.1	Lateral Transfer		08/	08/86	12/30/94
	3-4.2	Transfer Out To		00/	00/04	12/20/04
	*3-4.3	From Personne Transfer of Empl to Another Age	oyee on LWOP		08/86 15/89	12/30/94
	*3-4.4	Transfer to Loca		06/	18/96	
*Postricted to the Denartment of Personnel and Training (DPT) use only						

Issued: 08/08/86

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3-5.0	Promotion					
	3-5.1 3-5.2 *3-5.3	Promotion: Clas Promotion: Facu Promotion: Exce	ılty	08/	08/86 08/86 08/86	12/30/94 12/30/94 12/30/94
3-6.0	Demotion					
	3-6.1	Demotion: Class Proficiency, Dis Lieu of Layoff)	sciplinary, In		08/86	12/30/94
	3-6.2 *3-6.3	Demotion: Facu Demotion: Exce			08/86 08/86	12/30/94 12/30/94
3-7.0	Reallocation					
	*3-7.1 *3-7.2	Upward, Downwa Reallocation Exceptional Real	llocation	08/	08/86 08/86	12/30/94 12/30/94
	3-7.3 3-7.4	Reallocation Title Interchangeable	e Change Class Advancement		10/86 18/96	12/30/94
3-8.0	Trainee					
	3-8.1	Trainee Advance	ement	08/	08/86	12/30/94
3-9.0	Incentive Pay Pla	n (IPP) - to be dev	reloped			
3-10.0	Regrade					
	3-10.1	P-3 Regrade		08/	08/86	12/30/94

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3-11.0	Field Changes, M Adjustments	liscellaneous Salai	у				
	3-11.1	Field Change: P (P-3A)	ersonal Data	08/	08/86	12/30/94	
	3-11.2 **3-11.3 3-11.4 *3-11.5 3-11.6 3-11.7 *3-11.8	Field Change: F Agency Non-Rou Faculty Salary at Non-Routine Adj Recall Terminate recall Field Change: C Faculty Retroactive Adju	utine djustments ustment Rights classified/	08/ 08/ 08/ 01/ 01/	08/86 08/86 08/86 08/86 08/86 22/82 22/82 08/86 10/86	12/30/94 12/30/94 12/30/94 12/30/94 12/30/94 12/30/94	
	*3-11.10	Update Leave A	nniversary and				
	*0 11 11	Separation Date			10/86		
	*3-11.11 *3-11.12	Employee Reest Health Care Prof			18/96		
	3-11.13	Salary Update Competitive Sala	ary Offer		18/96 18/96		
	3-11.14	Agency Acting P			18/96		
	3-11.15	Agency Special I	3	06/	18/96		
	3-11.16	Reduce Salary to Class Range	o Maximum of	06/	18/96		
3-12.0	Leaves						
	3-12.1	Leave Without P	ay, Suspension	08/	08/86	12/30/94	
	3-12.2	Leave Without P	ay/Layoff	01/	22/82	12/30/94	
	3-12.3	Educational and		0.01	20101	40100104	
	2 12 4	Leaves With P	3		08/86	12/30/94	
	3-12.4 *3-12.5	Leave Extension Mobility Leave			08/86 08/86	12/30/94	
	*3-12.6	,	Balance Update		10/86		
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	3-12.7	Leave Without P Medical Leave	ay - Family and	01/	21/94	
	3-12.8 3-12.9		Leave: Short-term		01/99 01/99	
	3-12.10	(No Worker's Co VSDP Disability (With Worker's C	Leave: Short-term	02/	01/99	
3-13.0	Separation					
	3-13.1	Resignation, Lay Death, Remova		08/	08/86	06/18/96
3-14.0	Informational Dis	splays				
	3-14.1 3-14.2	Active Employee Active Employee History Summa	Transaction		10/86 108/86	09/20/90 06/15/89
	3-14.3 3-14.4 3-14.5 3-14.6	Employee Suspe Person Display-A SEARCH Separated Emplo	ense Record Active or Separated byee Transaction	09/ 06/	10/86 10/86 15/89 15/89	12/30/94 06/15/89 09/20/90 09/20/90
	3-14.7 3-14.8 *3-14.9 3-14.10	History Summa Employee Scroll Person Name Sc Suspense Scroll Employee Transa	croll	06/ 06/	18/96 18/96 18/96 18/96	
	NOTE: For Ince	. ,	P) Displays, refer to Section	n 3-9.0		
3-15.0	3-15.0 Exempt Agency Transactions					
3-16.0	Employee Data	Maintenance Transa	actions			
	*3-16.1 *3-16.2	Employee Delete Person Delete)		15/89 15/89	
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				Issu	<u>ed</u>	<u>Revised</u>
	*3-16.3 3-16.4	Separated Person Update Suspense Delete			15/89 17/93	

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PSE002	Request Employment Screen	3-3.2
*PSE004	Request Transfer of Employee on LWOP	
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PSE011	Suspense Delete	3-16.4
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PSE021	Rehire - Category I	3-3.2
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PSE023	Rehire - Category III	3-3.2
PSE024	Return from Suspension	3-3.2
PSE025	Rehire - Category IV	3-3.2
PSE026	Rehire - Category V	3-3.2
PSE030	Educational Leave With Pay	3-12.3
PSE031	Accumulated Leave With Pay	3-12.3
*PSE032	Mobility Leave	3-12.5
PSE033	Leave Extension	3-12.4
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PSE040	Classified Promotion	3-5.1
*PSE043	Person Delete	3-16.2
*PSE044	Employee Delete	3-16.1
PSE045	Faculty Promotion	3-5.2
PSE046	Voluntary Demotion	3-6.1
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PSE048	Disciplinary Demotion	3-6.1
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PSE051	Recall	3-11.6
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PSE060	Trainee Advancement	3-8.1
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*PSE082	Exceptional Reallocation	3-7.2
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*PSE090	Field Change: Classified/Faculty	3-11.8
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DCE101	Personnel Act/Layoff	3-4.2
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PSE102	Resign - Better Job	3-13.1
PSE103	Resign - Dissatisfied	3-13.1
PSE104	Resign - III Health	3-13.1
PSE105	Resign - School	3-13.1
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PSE107	Resign - During Probation	3-13.1
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PSE109	Resign - Other	3-13.1
PSE113	Separated - Completion of Limited	0.40.4
***	Appointment	3-13.1
**PSE114	Transfer To Local	3-4.4
PSE115	Separated - Layoff Leave Expired	3-13.1
PSE120	Suspension - Violation of Standards	
	of Conduct	3-12.1
PSE121	Suspension With Pay	3-12.1
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PSE133	LWOP - Home Responsibilities	3-12.1
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PSE135	LWOP - Family and Medical	3-12.7
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	Conduct	3-13.1
PSE142	Removed - Unsatisfactory Performance	
	During Probationary Period	3-13.1
PSE143	Removed - Neglect of Duty	3-13.1
PSE145	Removed - Failure to Report After	
	Approved Leave	3-13.1
**PSE201	Non-Routine Adjustment	3-11.5
PSE203	Upward Reallocation	3-7.1
PSE204	P-3 Regrade	3-10.1
PSE205	Faculty Salary Adjustment	3-11.4
PSE206	Downward Reallocation	3-7.1
PSE207	Lateral Reallocation	3-7.1
PSE208	Reallocation Title Change Only	3-7.3
**PSE210	Health Care Professional Salary Update	3-11.12
**PSE211	Agency Non-Routine	3-11.3
PSE213	Competitive Salary Offer	3-11.13
*PSE214	General Salary Structure Adjustment	
	From Listing (Batch Transaction)	
PSE216	Agency Acting Pay	3-11.14
PSE217	Agency Special Rate	3-11.15
PSE218	Reduce Salary to Maximum of Class Range	3-11.16
*PSE231	Retroactive Adjustment	3-11.9
PSE301	Original Appointment	3-3.1
PSE302	Rehire - Category I	3-3.2
PSE304	Classified Return From Leave With Pay	3-3.2
PSE304	Faculty Return From Leave	3-3.2
PSE305	Active Employee-Current Display	3-14.1
PSE308	Display Employee Suspense Record	3-14.3
PSE309	Active Employee Transaction History Summary	3-14.2
PSE311	Person Display-Active or Separated	3-14.4
PSE312	Separated Employee Transaction History	3-14.6
*PSE314	Summary Update Leave Anniversary Date and	
D1-!-1 1 1	Device the set of Device and I and I are the set (DDI) was such.	

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TRANSACTION NUMBER	TRANSACTION TITLE	REFERENCE <u>NUMBER</u>
	Separation Date	3-11.10
*PSE315	Employee Leave Balance Update	3-12.6
PSE320	Employee Scroll	3-14.7
PSE321	Person Name Scroll	3-14.8
*PSE322	Suspense Scroll	3-14.9
SEARCH	SEARCH	3-14.5
PSP146 PSP147 PSP148	Position Reallocation/Employee Change Lateral Position Reallocation/Employee Change Upward Position Reallocation/Employee	4-6.2 4-6.2
	Change	4-6.2
PSP149	Downward Position Reallocation/Employee Change	4-6.2
PSP400	Position/Employee Administrative Class	
	Change	4-7.6

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Chapter:	EMPLOYEE TRANSACTIONS	Number: 3-3.1	Page 1 of 6
Section:	ORIGINAL APPOINTMENT, REHIRE	Subject: ORIGINAL APPOIN	ITMENT

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE001

Original Appointment

Issued: 06/19/81

Revised: 02/01/99

II. FUNCTION:

This transaction is used to create a classified or faculty employee record within the Personnel Management Information System (PMIS).

III. DESCRIPTION:

- A. This transaction is used to <u>initially</u> establish an employee on PMIS when an employee is hired for a full or part-time salaried position.
- B. This transaction is <u>only</u> for employees who do not have prior state service as a salaried full or part-time employee in a permanent or restricted position.
- C. This transaction may be used for either classified or faculty employees.
- D. When a newly appointed employee shares a position with an incumbent, up to 30 days, the P-3 form must be forwarded to the Department of Personnel and Training for data entry.
- E. This transaction must be authorized by appropriate persons in the agency.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

Chapter:	EMPLOYEE TRANSACTIONS	Number: 3-3.1	Page 2 of 6
Section:	ORIGINAL APPOINTMENT, REHIRE	Subject: ORIGINAL APPOIN	ITMENT

V. PROCEDURE:

A. Enter transaction code:

PSE001,NNNNNNNNN

N = Social Security Number

B. Depress TRANSMIT Key.

The Original Appointment Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

- If the employee already has an employee record with a current status, an error message returns stating the person is a current employee.
- If the employee has an employee record with a separated status, the PSE302 Rehire Category I Screen returns for data entry (refer to Employee Transactions - Original Appointment, Rehire Section: 3-3.2 for instructions).
- C. Enter appropriate data items.
 - For faculty, the system will not allow data to be entered into the Anniv-Num, Next-Ann-Date, and Prior Service fields.
 - The Virginia Sickness and Disability Program (VSDP) field is used to indicate whether the employee will enroll in VSDP. Enter "Y" if the employee will enroll. Enter "N" if the employee will not enroll. (For details on who <u>must</u> enroll and who can choose <u>not</u> to enroll, see Department of Personnel and Training Policies and Procedures Manual, Policy # 4.57).

Issued: 06/19/81

Revised: 02/01/99

D. Tab cursor to end.

Chapter:	EMPLOYEE TRANSACTIONS	Number: 3-3.1	Page 3 of 6
Section:	ORIGINAL APPOINTMENT, REHIRE	Subject: ORIGINAL APPOIN	JTMENT

E. Depress the TRANSMIT key.

The <u>TRANSACTION COMPLETE</u> message appears on the screen when all data items are valid and the transaction is accepted.

VI. MESSAGE CODES:

000002 000007 000013 000017 000022 000304 000353	SCREEN CALL-UP COMPLETE PROCEED TRANSMIT FROM END THIS FIELD MUST BE BLANK FIELD MUST HAVE A VALUE OF 'Y' (YES) OR 'N' (NO) SOCIAL SECURITY NUMBER INPUT REQUIRED SOCIAL SECURITY NUMBER INVALID SUSPENSE RECORD EXISTS • Check suspense record (PSE308)
000355	SALARY ENTERED NOT A VALID STATE SALARY
	 STEP If off-step salary is approved, send P-3 to Information Systems in the Department of Personnel and Training.
000358	POSITION ALREADY FILLED
	 Check position record (PSP999) for incumbent. If the newly hired employee will share the position with the incumbent, send to the Department of Personnel and Training for data entry.
000359	PERSON ALREADY ON FILE - CANNOT BE ORIGINAL APPOINTMENT
000360	TOTAL EMPLOYEE PERCENT TIME GREATER THAN 100
	 Check employee's current record (PSE305) for current employee percent time. Also, check PSP999 to see if position contains more than one employee.
	 Contact Information Systems in the Department of Personnel and Training to determine if person
000363	employed in another agency. POSITION RECORD NOT ON FILE

Issued: 06/19/81

Chanter:	EMPLOYEE TRA	NSACTIONS	Number: 3-3.1	Page 4 of 6
Section:	ORIGINAL APPOREHIRE		Subject: ORIGINAL APPOIN	_
	000365	Pers TOTAL EI THAN POS Chec perce occu If a	ew position, check with onnel and Training for state of the control of the contro	Period of P-5. TIME GREATER Period of P-5. TIME GREATER Period of P-5. Period of P-5. Time Great of
	000366	EMPLOYE	_	
	000367	POSITION • Chec	E CLASS CODE DOI CLASS CODE ck position record (PS ion class code.	
	000374	• If no	DE NOT ON FILE t keying error, contact Info Department of Personnel	
	000378	EMPLOYER MONTHS If no	E MONTHS GREATER of keying error, check for the position mon	THAN POSITION the position record
	000392	NO MATCH CLASS • Chec	H FOR POSITION PAY AI	REA/SHIFT IN THIS
	000421	POSITION FROM DPT • Call	and shift fields. CANNOT BE FILLED \ appropriate job analyst ir onnel and Training for as	n the Department of
	000429	POSITION EFFECTIVE Chec expir If po exter be keep	EXPIRE DATE OCCUEDATE OF TRANSACTION (PS) of date. Desiring a position of the expiration of the expir	RS BEFORE THE DN P999) for position as passed and an 60 transaction must tion date.
	000430	POSITION-		

Issued: 06/19/81 Revised: 02/01/99

Chapter:	EMPLOYEE TRA	NSACTIONS	Number: 3-3.1	Page 5 of 6
Section:	ORIGINAL APP REHIRE	POINTMENT, Subject: ORIGINAL APPOINTMENT		TMENT
	000441	expiration of PERSON FILECANI	RECORD ON SEPARA NOT BE ORIGINAL APPO ck employee's transaction	ATED EMPLOYEE DINTMENT
			r employee informate action.	tion as Rehire
	000451	SUSPENSE POSITION	E RECORD EXISTS THE EMPLOYEE IS ENTI	_
	000457	CheckrangIf ex	ceptional action, submit ems in the Department	to determine salary P-3 to Information
	000511	REHIRE Emp file. grea Cont Rehi REHIRE CA	IS CURRENT EMPLO loyee's information now o Total employee's percer ter than 100%. inue to enter employee re transaction. ATEGORY INVALID	n current employee nt time may not be information as a
	000690		e will NOT be enrolled in	n VSDP, move "N"

Issued: 06/19/81 Revised: 02/01/99

O I (N	D 0 10
Chapter:	EMPLOYEE TRANSACTIONS	Number: 3-3.1	Page 6 of 6
	ORIGINAL APPOINTMENT,		
Section:	RFHIRF	Subject: ORIGINAL APPOIN	TMFNT

EXHIBIT I. ORIGINAL APPOINTMENT SCREEN

PSE301,131313131	0]	RIGINAL APPO	INTMENT	01/2	2/1999 10:18:00
Agy 123 Posit	ion 00008	Soc-Sec-Num	131313131		
Name: Last YUP Address: Line1 456 City RIC Personl: Birth 091	MOCKINGBIRD HMOND	LN	Line2 State VA	ZIP 23219 -	
		State-Phone			
-	de 23411 us F	Empl-Perce	nt 100.00 on P	Pay-Sch	onths 06.00 edule 24
Faculty Degree Info Only: Ten-Con					Fac-ORP-Ind Fac-Sal-Avg
Classified Info On	ly: Empl-M	S-Status	Salaı	y Override	
Optnl Aq Note					
000001 >>>>>>>>>>	>>>> Tra	nsaction Com	plete <<<<	(<<<<<<	End <<<<<<

NOTE:Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Issued: 06/19/81

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Section:	Original Appointment, Rehire	Subject: Request Employment Screen	
1	TRANSACTION NUMBER	TRAN	JSACTION TITLE

TRANSACTION NUMBER

TRANSACTION TITLE

PSE002

Request Employment Screen

Issued: 01/22/82

Revised: 02/01/99

FUNCTION: 11.

This transaction requests a data entry screen to return an employee to State service in a faculty or classified position.

III. **DESCRIPTION:**

- Α. This transactions allows an operator to update information on an employee record for employees who are returning from leave or separation.
- B. This transaction may be used for either classified or faculty employees.
- C. This transaction cannot be used if the employee does not have prior state service as a salaried full or part-time employee in a permanent or restricted position.
- D. This transaction invokes one of the following transactions:

Classified

- PSE302 Rehire - Category I (Separation, Resignation, Removal)
- PSE021 Rehire - Category I (Leave Without Pay)
- PSE022 Rehire - Category II
- PSE023 Rehire - Category III
- Rehire Category IV PSE025
- PSE026 Rehire - Category V
- PSE024 Return from Suspension
- PSE304
- Return from Leave With Pay
- Return from Short-term Disability Leave PSE304

Faculty

- PSE302 Faculty Rehire
- **PSE304** Faculty Return from Leave
- PSE304 Faculty Return from Short-term or Long-term Disability Leave
- E. The PSE304 transaction only returns an employee to the previous employing agency. All other of the above transactions allow an employee to return to the previous employing agency and/or class, or to a different agency and/or class.

Chapter: EMPLOYEE TRANSACTIONS N	Number: 3-3.2	Page 2 of 10
Original Appointment, Section: Rehire S	Subject: Request Employ	vment Screen

- F. If the employee is employed less than 100%, the PSE302 Rehire Category I screen returns. This screen is used to employ the person in an additional position. The employee's total percent time may not exceed 100%.
- G. If the employee's record is not on the PMIS data base, the computer provides a screen for a PSE302 Rehire Category I. The operator may proceed if applicable prior state service has been established for the employee.
- H. When an employee who is rehired shares a position with an incumbent up to 30 days, the P-3 form must be forwarded to DPT for data entry.
- I. These transactions must be authorized by appropriate persons in the agency.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

V. PROCEDURES:

- A. Verify prior applicable State service with previous employing agency or DPT.
- B. Enter the Transaction Code:

PSE002,NNNNNNNNN

N = Social Security Number

C. Depress the TRANSMIT key.

The appropriate transaction screen (refer to Exhibits II - V) returns for data entry, <u>or</u>, the Transaction Menu Screen returns (refer to Exhibit I). If the appropriate transaction screen returned, proceed to Step D below.

- 1. Review the State application form (P-12) or previous P-3 to determine the correct Rehire category (Refer to the Policies and Procedure Manual, Section 1.55, for Rehire category descriptions).
- 2. Enter the appropriate data items including the appropriate rehire code.
- 3. Depress the TRANSMIT key.

The appropriate transaction screen returns with mandatory input fields designated by asterisks. Refer to Exhibits II through V.

Issued: 01/22/82

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- D. Enter appropriate data items.
 - For the PSE022 Rehire Category II transaction, the PSE025 Rehire Category IV transaction, and the PSE304 Return from Leave transaction, the system will require data to be entered into the salary input field.
 - For the PSE302 Rehire Category I transaction, the system will require data to be entered into the Anniv-Num and Next-Ann-Date input fields.
 - For the PSE024 Return form Suspension transaction, the system will require data to be entered into the Class-Code input field.
 - For faculty employees, if the ORP Indicator is 'N', data may be entered into the Next-Ann-Date and the Anniv-Num fields. However, if the ORP Indicator is 'Y', the system will not allow data to be entered into the Anniv-Num and Next-Ann-Date fields.
 - "////s" indicate fields that contain personal employee information (i.e. address, sex, race). Data should <u>not</u> be entered into an input field designated by "////s" <u>unless</u> the personal employee data has changed for that field (i.e. an address change).
- E. Tab cursor to End.
- F. Depress TRANSMIT key.

The "Transaction Complete" message displays when all data items are valid and the transaction has been accepted.

VI. MESSAGE CODES:

000002 SCREEN CALL-UP COMPLETE -- PROCEED

000007 TRANSMIT FROM END

000022 SOCIAL SECURITY NUMBER INPUT REQUIRED

000304 SOCIAL SECURITY NUMBER INVALID

000308 STATE SALARY NOT ON STEP

• If off-step salary is approved, send P-3 to Information Systems in the Department of Personnel and Training for data entry.

000351 EMPLOYEE RECORD NOT ON FILE

000353 SUSPENSE RECORD EXISTS

Check suspense record (PSE308).

000355 SALARY ENTERED NOT A VALID STATE SALARY STEP

• If off-step salary is approved, send P-3 to Information Systems in the Department of Personnel and Training for data entry.

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000358 POSITION ALREADY FILLED

Check position record (PSP999) for incumbent.

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• If newly hired employee will share position with incumbent, send to the Department of Personnel and Training for data entry.

000360 TOTAL EMPLOYEE PERCENT TIME GREATER THAN 100

- Check employee's current record (PSE305) for current employee percent time. Also, check PSP999 to see if position contains more than one employee.
- Contact Information Systems in the Department of Personnel and Training to determine if person employed in another agency.

000362 POSITION RECORD NOT ON FILE

 If new position, check with Department of Personnel and Training for status of P-5.

000365 TOTAL EMPLOYEES PERCENT TIME GREATER THAN POSITION PERCENT TIME

- Check position record (PSP999) for position percent time. Determine if position presently occupied by another employee
- If appropriate, check with Department of Personnel and Training on status of pending P-5.

000367 EMPLOYEE CLASS CODE DOES NOT MATCH POSITION CLASS CODE

Check position record (PSP999) for current position class code.

000374 CLASS CODE NOT ON FILE

• If not keying error, contact Information Systems in the Department of Personnel and Training.

000378 EMPLOYEE MONTHS GREATER THAN POSITION MONTHS

Check the position record (PSP999) for the position months.

000392 NO MATCH FOR POSITION PAY AREA/SHIFT IN THIS CLASS

Check class record (PSC999) for correct pay area shift fields.

000421 POSITION CANNOT BE FILLED WITHOUT REVIEW BY DPT

 Call appropriate job analyst in the Department of Personnel and Training for assistance.

000429 POS-EXP-DATE OCCURS BEFORE EFFECTIVE DATE OF TRANSACTION

- Check position record (PSP999) for position expiration date.
- If position expiration date has passed and an extension is desired, a PSP160 transaction must be keyed to extend the expiration date.

000430 POS-EXP-DATE OCCURS BEFORE APPOINTMENT EXPIRE DATE

Check position record (PSP999) for position expiration date.

000451 SUSPENSE RECORD EXISTS FOR NEW POSITION THE EMPLOYEE IS ENTERING

000457 STATE SALARY NOT IN CLASS RANGE

- Check class record (PSC999) to determine salary range.
- If exceptional action, submit P-3 to Information Systems in the Department of Personnel and Training.

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000490 ON LEAVE MORE THAN TWO YEARS - CANNOT REHIRE WITH THIS TRANSACTION

000493 NEW POSITION RECORD NOT ON FILE

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• Contact Information Systems in the Department of Personnel and Training to determine status of approved P-5.

000501 MILITARY LEAVE CANNOT BE MORE THAN 5 YEARS

000503 LWOP/LAYOFF - TEMPORARY WORK FORCE REDUCTION CANNOT EXCEED 4 MONTHS

000504 LWOP/LAYOFF - ORGANIZATIONAL CANNOT EXCEED ONE YEAR

000507 EMPLOYEE HAS INVALID LEAVE CODE FOR THIS TRANSACTION

000508 THIS TRANSACTION IS FOR NON-FACULTY EMPLOYEES ONLY

000509 CANNOT ADJUST NEXT-LV-ANN-DATE GREATER THAN LENGTH OF SEPARATION

000510 CANNOT ADJUST NEXT-LV-ANN TO BE LESS THAN PREVIOUS DATE

000511 PERSON IS CURRENT EMPLOYEE - CANNOT REHIRE

• Employee's information now on current employee file. Total employee's percent time may not be greater than 100%.

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Continue to enter employee information as a Rehire transaction.

000512 RETURN FROM MOBILITY LEAVE - MUST BE SENT TO DPT

000601 EMPLOYEE HAS NO EMPLOYEE RECORD

000690 REHIRE CATEGORY INVALID

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Exhibit I

EMPLOYEE REHIRE TRANSACTION MENU

PSE002 EMPLOYEE REHIRE08/31/1993 14:50:44
Agency 129 Position 00000 Soc-Sec-Num 111111111 Category 2 End
Choose One Of The Following REHIRE Categories:
1 = Category I
2 = Category II 3 = Category III
4 = Category IV
5 = Category V F = Faculty
000002 Screen Call-Up Complete Proceed

NOTE:Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Exhibit II

REHIRE - CATEGORY I SCREEN (Return from Separation, Resignation, Removal)

PSE302 REHIRE - SEPARATED PERSON RECORD EXISTS - PROCEED
Name: Last First MI SI Suf Address: Line1 //////////// Line2 ///////////// City //////////// State // ZIP ///// Personl: Birth ///// Sex / Race / H-Cap /// Alien / Nationality // Prior-Service *** State-Phone 8042250001 Scats-Phone 2250000
Employee State-Sal 31031.31 Non-State-Sal Special-Rate Info: Class-Code 22222 Empl-Percent 100.00 Empl-Months 12.00 Empl-Status F Empl-Duration P Pay-Schedule 24 Anniv-Num 00 Next-Ann-Date 90194 Appt-Exp-Date
Faculty Degree Degree-Inst Con-Expire Fac-ORP-Ind Info Only: Ten-Con Appt-Org-Unit Higher-Ed Fac-Sal-Avg
Classified Info Only: Empl-MS-Status Salary-Override
Optnl Ag Note End
000002 Screen Call-Up Complete Proceed

NOTE:Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Exhibit III

REHIRE SCREEN

Each Rehire transaction (except PSE302 - refer to exhibit II) follows the screen format below with an appropriate transaction title and number.

PSE021 REHIRE - CATEGORY I	1.09
Agency	1.07
State-Phone Scats-Phone	
Class-Code 22222 State-Salary Employee Percent 100.00 Employee Months 12.00 Employee Status F Employee Duration P PI-Review-Date Next-Lv-Ann-Date Agency-Note	
End	
000002 Screen Call-Up Complete Proceed	

NOTE:Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Exhibit IV

RETURN FROM SUSPENSION

PSE024 RETURN FROM SUSPENSION08/31/1993 14:5	1.09
Agency 129 Position 00000 Soc-Sec-Num 111111111 Trans-Efft-Date 083193 Previous Agency Previous Position	
State-Phone Scats-Phone	
Class-Code 22222 State-Salary 12.00 Employee Percent 100.00 Employee Months 12.00 Employee Status Employee Duration PI-Review-Date Next-Lv-Ann-Date Agency-Note	
End	
000002 Screen Call-Up Complete Proceed	

NOTE:Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Exhibit V

RETURN FROM LEAVE

PSE304 RETURN FROM LEAVE WITH PAY
Agency 129 Position 00000 Soc-Sec-Num 111111111 Trans-Efft-Date 083193
Fac-Sal-Avg A Agency-Note
End
000002 Screen Call-Up Complete Proceed

NOTE:Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Issued: 01/22/82

Revised: 02/01/99

Commonwealth of Virginia
Department of Personnel and Training

Chapter:	EMPLOYEE TRANSACTIONS	Number:	3-12.8	Page 1 of 3
Section:	Leaves	Subject:	VSDP Update	

I. TRANSACTION NUMBER

TRANSACTION TITLE

Issued: 02/01/99

Revised:

PSE088 VSDP Update

II. FUNCTION:

This transaction is used to enroll a <u>current</u> eligible employee in the Virginia Sickness and Disability Program (VSDP).

III. DESCRIPTION:

A. This transaction is used to enroll a <u>current</u> eligible employee in VSDP. It should not be necessary to use this transaction for employees hired or re-employed on or after 01/01/99; these employees are automatically enrolled when a "Y" is entered in the VSDP field on the PSE301 or PSE302 screen.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

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Section:	Leaves	Subject:	VSDP Update	

V. PROCEDURE:

A. Enter transaction code:

PSE088,NNNNNNNNN

N = Social Security Number

B. Depress TRANSMIT Key.

The VSDP Update Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter appropriate data items.
 - VSDP (Y/N): Enter "Y" to enroll. Enter "N" only when it is necessary to remove an employee mistakenly enrolled in VSDP.
 - VSDP Service Date: The VSDP Service Date represents the date of enrollment. Enter the "as of" date next to "Service Months" on the VRS 1999 VSDP Open Enrollment Form.
 - VSDP Months: VSDP Months represents the number of months of state service as of the VSDP Service Date (above). Enter service months from the VRS 1999 VSDP Open Enrollment Form.
- D. Tab cursor to end.
- E. Depress the TRANSMIT key.

The <u>TRANSACTION COMPLETE</u> message appears on the screen when all data items are valid and the transaction is accepted.

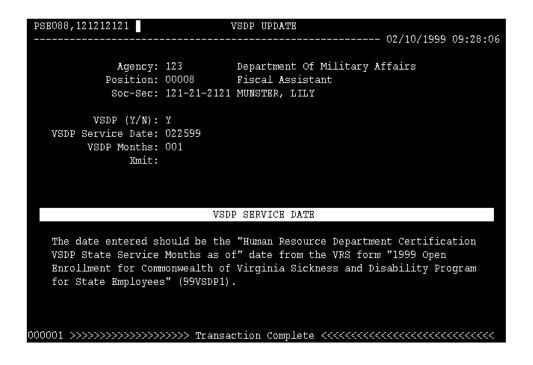
Issued: 02/01/99

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VI. MESSAGE CODES:

Screen Call-up Complete – Proceed
Transmit From End
Date Invalid
Employee Record Not On File
No Changes Entered or Requested No Update Done

EXHIBIT 1. VSDP UPDATE SCREEN



NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

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Section: Leaves	VS Subject : (No W	,	_eave: Short-term ensation)

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE034

VSDP Short-Term Disability Leave (No Worker's Compensation)

Issued: 02/01/99

Revised:

II. FUNCTION:

This transaction is used to place a VSDP participant who is not receiving worker's compensation on short-term disability leave.

III. DESCRIPTION:

- A. This transaction is used to place a VSDP participant who is not receiving worker's compensation on short-term disability leave.
- B. This transaction should be used only <u>after</u> receiving approval

from the \

C. This transaction has no effect on the employee's health benefits

(BES) record.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

V. PROCEDURE:

A. Enter transaction code:

PSE034,NNNNNNNNN

N = Social Security Number

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.9	Page 2 of 3
Section: Leaves	VSDP Disability Subject: (No Worker's Com	Leave: Short-term pensation)

B. Depress TRANSMIT Key.

The VSDP Short Term Disability (No Workers Compensation) Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

C. Enter appropriate data items.

- In the "Trans-Efft-Date" field, enter the first "Effect Date of Rate of Pay" from the VSDP Action Report.
- If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Short Term Disability (No Workers Comp)".
- D. Tab cursor to end.
- E. Depress the TRANSMIT key.

The <u>TRANSACTION COMPLETE</u> message appears on the screen when all data items are valid and the transaction is accepted.

Issued: 02/01/99

Revised:

VI. MESSAGE CODES:

000002	Screen Call-up Complete – Proceed
000007	Transmit From End
000351	Employee Record Not On File
000353	Suspense Record Exists
000498	Employee On Leave
001126	Employee Not Enrolled In VSDP - Cannot Use This
	Transaction
001137	Trans Effective Date Cannot Be Less Than VSDP
	Coverage Effective Date

Chapter: EMPLOYEE TRANSACTIONS	Number: 3-12.9	Page 3 of 3
Section: Leaves	VSDP Disability Subject: (No Worker's Comp	Leave: Short-term pensation)

EXHIBIT 1. SHORT-TERM DISABILITY (NO WORKER'S COMPENSATION) SCREEN

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Issued: 02/01/99

Chapter:	EMPLOYEE TRANSACTIONS	Number:	3-12.10	Page 1 of 4
Section:	Leaves	Subject:	VSDP Disability L (With Worker's Comp	

I. TRANSACTION NUMBER

TRANSACTION TITLE

PSE035

VSDP Short-Term Disability Leave (With Worker's Compensation)

Issued: 02/01/99

Revised:

II. FUNCTION:

This transaction is used to place a VSDP participant who is receiving worker's compensation on short-term disability leave.

III. DESCRIPTION:

- A. This transaction is used to place a VSDP participant who is receiving worker's compensation on short-term disability leave.
- B. This transaction should be used only <u>after</u> receiving approval

from the \

C. This transaction has no effect on the employee's health benefits (BES) record.

IV. USERS:

All State agencies with data entry terminals may use this transaction. The Department of Personnel and Training enters information for State agencies without data entry terminals.

Chapter:	EMPLOYEE TRANSACTIONS	Number: 3-12.10	Page 2 of 4
		VSDP Disability	Leave: Short-term
Section:	Leaves	Subject: (With Worker's Com	pensation)

V. PROCEDURE:

A. Enter transaction code:

PSE035,NNNNNNNNN

N = Social Security Number

B. Depress TRANSMIT Key.

The VSDP Short Term Disability (With Workers Compensation) Screen returns with mandatory input fields designated by asterisks. Refer to Exhibit I.

- C. Enter appropriate data items.
 - In the "Trans-Efft-Date" field, enter the first "Effective Date of Rate of Pay" from the VSDP Action Report.
 - If no data is entered in the Agency-Note field, the system will automatically enter "VSDP Short Term Disability (With Workers Comp)".
- D. Tab cursor to end.
- E. Depress the TRANSMIT key.

The <u>TRANSACTION COMPLETE</u> message appears on the screen when all data items are valid and the transaction is accepted.

Issued: 02/01/99

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Section:	Leaves	Subject:	VSDP Disability L (With Worker's Comp	Leave: Short-term pensation)

VI. MESSAGE CODES:

000002	Screen Call-up Complete – Proceed
000007	Transmit From End
000351	Employee Record Not On File
000498	Employee On Leave
001126	Employee Not Enrolled In VSDP - Cannot Use This
	Transaction
001137	Trans Effective Date Cannot Be Less Than VSDP
	Coverage Effective Date

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Castian	Laguag	VSDP Disability Leave: Short-term Subject: (With Worker's Compensation)		
Section:	Leaves	Subject:	(With Worker's Comp	ensation)

EXHIBIT 1. SHORT-TERM DISABILITY (WITH WORKER'S COMPENSATION) SCREEN

PSE035,13131311 VSDP SHORT TERM DISABILITY (WITH WORKERS COMP)					
AgencySoc-Sec-Num					
		Trans-Efft-Date: Refer to the "VSDP Action Report" for first "Effective Date of Rate of Pay"			
Agency-Note	VSDP Short Ter	m Disability (With Workers Comp)			
End					
000001 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Transaction Co	omplete <<<<<<<			

NOTE: Sample data has been included in the required data fields. On an actual screen display, asterisks (*) will reflect required data items. All other data fields are completed as appropriate.

Issued: 02/01/99